

Appendix B

FORMAT FOR CURRICULUM VITAE

Current Position

- Include title(s), professional address, and email
- Do not include birth date or Social Security Number

Education

- In chronologic order, list institutions attended and degrees (begin with college or university)
- Include internship, residency, fellowships, post-doctoral training
- Do not include CME or other courses taken; this information may be highlighted in a teacher's or public health practitioner's / clinician's portfolio

Academic appointments and positions

- List these chronologically (including dates)
- Include full-time and part-time, primary and adjunct faculty positions

Professional positions

- List positions chronologically
- Include military service, if applicable
- May list consulting positions

Honors and awards

- Graduate school honors and distinctions
- Clinical, teaching, research or service awards
- Elected and honorary society memberships
- Honorary fellowships

Professional Affiliations

- List organizations (and dates)
- Include offices held and other leadership positions

Professional Leadership and Service

- Group (as appropriate) under headings: Departmental, school, university, local/community, state, national and international
- Include academic, community, state, national and international service, committees, task forces, boards and commissions
- Note leadership positions, key responsibilities

Licensure and board certification

- Include dates of state certification, board certification and recertification
- Do NOT list medical license numbers

Inventions, intellectual property and patents held or pending, if applicable

Review, Referee and Editorial Activities

- Service on editorial board (Include dates)
- Grant review committees and study sections
- Service as ad hoc reviewer for journals, professional societies or scientific meetings (State dates, journals, meetings)

Invited Lectures, Presentations, Workshops

- As list lengthens, may divide into headings: Local, regional, national, international
- Do not include here publications or scientific abstract presentations

Teaching record

- Education / Training Grants: List all grants awarded. List active grants first, completed second, pending third. Include title, funding agency, one-sentence summary of purpose of award, period of funding, amount of funding, and candidate's role (principal or co-investigator, consultant, etc.)
- Courses developed and taught. List course numbers and dates, number of students, extent of responsibility (course developer, sole instructor, co-instructor, occasional lecturer).
- Advising. A cumulative and dated list of formal advisees should be presented in chronological order. Advisor roles should be drawn from the list below, listing all that apply:

MPH Academic advisor
 Capstone advisor

MS Academic advisor
 Master's project or thesis advisor
 Examination committee member

PhD Academic advisor
 Dissertation advisor/mentor/chair
 Examination committee member

- Other teaching activities. List teaching/educational activities such as continuing education, outreach, and development of instructional materials.
- Key administrative positions, such as training program director, and dates.
- All supporting details should be provided in separate teaching portfolio.

Research and/or Public Health Practice Record

- Research and/or Public Health Practice Grants: List all grants awarded. List active grants first, completed second, pending third. Include title, funding agency, one-sentence summary of purpose of award, period of funding, amount of funding, and candidate's role (principal or co-investigator, consultant, etc.)

Bibliography:

- Include, in separate sections, the following items:
 - Papers published in peer-reviewed journals (may include in-press articles)
 - Non-Peer reviewed articles
 - Books and chapters in books
 - Other publications, non-published documents, reports, research or policy papers, lay press articles (must be complete and available for review)
 - Other "products of scholarship" (software, CD's, case simulations, videos, etc.)
 - Competitive scientific abstracts published or presented at scientific meetings. List meeting, journal reference and type of abstract (plenary, oral or poster).
 - Non-competitive scientific abstracts published or presented at scientific meetings. List meeting, journal reference and type of abstract (plenary, oral or poster).
- Within each section, number all publications (beginning with the earliest) and list in order of publication
- Underline your name (or highlight in bold) as it appears in author list
- For co-authored articles a statement indicating the role of the candidate in the publication may be included but is not required. Specifically, note participation in conceptualization, grant writing, implementation, analysis, manuscript writing.
- Identify manuscript published with student(s), fellow trainee(s) (*)